



CITY OF SAINT PAUL  
Christopher B. Coleman, Mayor

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CITY OF SAINT PAUL  
GAMBLING LICENSE APPLICATION - **ADDITIONAL SITE**  
(To be used by applicants conducting BINGO)

The attached check sheet lists each item that must be submitted to complete an application for the sale of pulltabs in a Saint Paul liquor establishment. Failure to submit all of the information required on the check list could result in the denial of your license application.

- S No fees are due with your application. A 2.5% tax and a 10% contribution must be submitted monthly with your complete monthly tax return.
- S A St. Paul worksheet must be submitted each month with your tax return (copy attached). The worksheet is used to calculate the 2.5% tax (due monthly) and 10% contribution (due monthly)
- S You will be required to contribute 10% of your net proceeds from pulltab sales to the City Youth Fund or directly to a group(s) on the 10% Club List. (Call the Department of Safety and Inspections office for a current list of eligible recipients.)
- S No gambling can be conducted without a current premise permit on site.
- S You must contact a Saint Paul inspector for a premise inspection when license is approved.
- S Additional inspections will be made periodically.
- S Random audits will be conducted by the Saint Paul License Office through- out the year. When your organization is selected for audit, you will be notified by mail of the information required for the audit.
- S All audit results will be submitted to the State Gambling Control Division and Department of Revenue.
- S All State forms are available at the following address:

Department of Gaming  
Gambling Control Division  
1711 West County Road B  
Rosewood Plaza South, 3rd Fl.  
Roseville, MN 55113

- S Additional City information is available by contacting the Department of Safety and Inspections/Lawful Gambling Enforcement, 651-266-9114.

Attachments:

- 1) Application Check List
- 2) Compliance Affidavit
- 3) 10% Worksheet (Class A)
- 4) City Ordinance - Bingo & Pulltabs

CITY OF SAINT PAUL  
GAMBLING LICENSE CHECK LIST  
(ADDITIONAL BINGO LICENSES)

**Please attach all requested information in the order listed. All copies should be made before you arrive at the DSI License Division.**

1) Gambling Manager Name \_\_\_\_\_

2) Gambling Manager Daytime Phone \_\_\_\_\_

3) Gambling Proceeds to be Used For \_\_\_\_\_  
\_\_\_\_\_

4) Organization Application (Copy) Yes\_\_\_ No\_\_\_  
**STATE FORM LG 200A**

4a) Officers Affidavits	President	Yes___ No___
<b>STATE FORM LG 200B</b>	Treasurer	Yes___ No___

5) Premise Permit Application (Copy) Yes\_\_\_ No\_\_\_  
for each site **STATE FORM LG 214**  
Site Name(s) \_\_\_\_\_

6) Lease (Copy) **STATE FORM LG 215** Yes\_\_\_ No\_\_\_

6a) Lease is Signed by Lessee & Lessor Yes\_\_\_ No\_\_\_

6b) Site Sketch of Leased Premises Yes\_\_\_ No\_\_\_

6c) List of days and hours that bingo will be conducted Yes\_\_\_ No\_\_\_

7) Gambling Manager Application & Affidavit (copy) Yes\_\_\_ No\_\_\_  
**STATE FORM LG 212**

8) Copy of membership minutes where your organization approved this site Yes\_\_\_ No\_\_\_

9) Organization Compliance Affidavit **CITY FORM** Yes\_\_\_ No\_\_\_

**TO BE COMPLETED BY  
ORGANIZATION PRESIDENT AND GAMBLING MANAGER**

I understand and will uphold Saint Paul Ordinances 402 and 409, Sections 409.21 and 409.22 relating to lawful gambling including bingo and pulltabs in bingo halls.

Further, I understand that my bingo equipment, jarbar and/or pulltab dispensing machine must meet city standards; that 10% of the net profit from lawful gambling sales must be returned to the City-Wide Youth Fund on a monthly basis; that monthly financial statements must be filed with the City; that 51% of the net proceeds from charitable gambling at Saint Paul location(s) must be expended to directly benefit Saint Paul residents who participate in such programs or activities; and that 75% of the net proceeds from charitable gambling at Saint Paul locations shall be expended to or for purposes which benefit programs or activities occurring in the Saint Paul trade area.

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Signature - Manager

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Signature - Organization President

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Organization Name

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Gambling Location

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Date

Please retain the attached ordinance for your records.

CITY OF ST PAUL  
CLASS A GAMBLING SITES  
**WITH BINGO**

For use with Lawful Gambling Summary (Schedule A if more than 1 site)  
Organization Name \_\_\_\_\_

Gambling Location \_\_\_\_\_

Month/Year \_\_\_\_\_ Prepared By \_\_\_\_\_

**TWO AND ONE HALF PERCENT TAX CALCULATION**

A) Net Receipts - Total of lines 1c, 2c, 3c, 8c, 9c  
(use Schedule A if more than 1 site)

A) \_\_\_\_\_

B) Amount above x .025 = 22% tax due

**PAY THIS**

B) \_\_\_\_\_

**TEN PERCENT NET PROFIT CALCULATION**

a) Sum of lines 2C, 3C, 8C & 9C for St. Paul bingo site  
(use Schedule A if more than 1 site)

a) \_\_\_\_\_

b) Line A above (Net Receipts)

b) \_\_\_\_\_

c) Line a (above) divided by Line b (above)

c) \_\_\_\_\_

d) Sum of lines 22 thru 35  
(use Schedule A if more than 1 site)

d) \_\_\_\_\_

e) Line b (above) minus (-) Line d (above)

e) \_\_\_\_\_

Miscellaneous deductions (taxes paid for this site only)

- |   |          |
|---|----------|
| 1) Pulltab tax to distributor                     | 1) _____ |
| 2) Combined receipts tax generated by this site * | 2) _____ |
| 3) 22% city tax                                   | 3) _____ |
| 4) Federal taxes (from schedule C)                | 4) _____ |
| 5) State gambling tax (line 11)                   | 5) _____ |
| 6) (-) Unsold Ticket Refund                       | 6) _____ |
| 7) 10% Youth Fund Credit                          | 7) _____ |

f) Total Miscellaneous Deductions for this site  
(Total of lines 1 thru 7 above)

f) \_\_\_\_\_

g) Line e (Above) minus (-) Line f (Above)

g) \_\_\_\_\_

h) Line g (Above) x Line c (Above)

h) \_\_\_\_\_

i) Line h (Above) x 10%

**PAY THIS**

i) \_\_\_\_\_

**Line I is the minimum amount for this month that must be contributed to either the City Youth Fund or to a group or groups on the eligible 10% Club list.**

**\*Organizations with more than 1 site use reverse side of this page to show how the figure for combined receipts tax (line 2) was calculated**